

One Semester Awards-010209

1.	The first step is to remove the number of weeks value in the FA Term in which the student is NOT enrolled. Navigate: Financial Aid > FA Term > Maintain Student FA Term.
2.	Enter search criteria to identify the student and click the Search button.
3.	Click the Correct History button.
4.	Make sure you are viewing the term during which the student will NOT be enrolled. Add an effective-dated row in the Student Data section of the page. Click the Add a new row button.
5.	Click the Records/Term Info tab.
6.	In the Weeks of Instruction field, enter zero.
7.	Click the Save button.
8.	The next step is to adjust the student's budget by eliminating the budget for the term when he will not attend. Navigate: Financial Aid > Budgets > Maintain Term Budgets.
9.	If necessary, enter search criteria. Click the Search button.
10.	Navigate to the term you need to cancel. Insert a new row.
11.	Set the Instr Week field to zero.
12.	Note that the Pell COA and Pell LTHT have now changed to zero. Next you must manually zero out the values in the Amount column.
13.	Click the Save button.
14.	You will get a warning message. Click the OK button.
15.	Now you must adjust the Pell budget on the term when the student will attend. Navigate to that term.
16.	Click the Add a new row button to add a new effective-dated row.
17.	Since there is only one term being reported for this student, you must inflate the Pell amounts to reflect Full Time, Full Year budget amounts.
18.	Click the Save button.
19.	You will receive the warning message again. Click the OK button.
20.	The next step is to adjust the student's EFC. Use 4 months for a fall only student and 4 months for a spring only student. Navigate: Financial Aid > Federal Application Data > Correct 20xx-20yy ISIR Records (where 20xx-20yy is the correct financial aid year).
21.	Click the FM link.
22.	Click the INAS Rule Set list.
23.	Click the CSS Rules list item.
24.	The INAS Calc Type and INAS Data Source fields will populate automatically. Click the Budget Durations link.
25.	Change the Academic field from 9 to 4. Make sure the Non-Standard field is 0.

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26.	Click the OK button.
27.	Click the EFC Proration Options link.
28.	Make sure the EFC Proration Method dropdown is set to <i>Adjust Based on Total EFC</i> . For the Non-Standard Months field, select either <i>Leading Months</i> or <i>Trailing Months</i> , whichever is correct for your institution.
29.	Click the OK button.
30.	To update the Prorated EFC, click the INAS button.
31.	Click the OK button.
32.	Once the FA Term, budget and EFC have been adjusted, you are ready to adjust the awards. Navigate: Financial Aid > Awards > Award Processing > Assign Awards to a Student .
33.	Enter search criteria. Click the Search button.
34.	<p>You will have to adjust the student's awards manually. The Disbursement Plan field is not available for any changes. The Split Code field however is available for updating. Use fall-only or spring-only split codes.</p> <p>On each award line, enter an Action Code - either "B" or "O". Then edit the offered amount.</p>
35.	Once the awards are adjusted, click Validate and then Post .
36.	End of Procedure.